

**Melanie Mowbray**  
**31 Long Road**  
**Limestone, ME 04750**  
**207-551-5752**  
[melaniemowbray@gmail.com](mailto:melaniemowbray@gmail.com)

## **SUMMARY**

I am seeking full time employment as an insurance agent. I am looking for new opportunities that will challenge me and allow me to professionally grow in this career field.

## **COMPUTER SKILLS**

Microsoft Word, Excel, PowerPoint, Adobe Premiere, Ross Overdrive computer news automation system, AVID's Fastbreak, Associated Press's News Automated System and TV Station Systems.

## **EXPERIENCE**

### **Aroostook Area on Aging/Personal Care Assistant**

**June 2016-Present**

- Entertain, converse with, or read aloud to patients to keep them mentally healthy and alert.
- Care for patients by changing bed linens, washing and ironing laundry, cleaning, or assisting with their personal care.

### **WAGM/Master Control Director**

**April 2014-Present**

- Directing newscasts, ingesting shows and commercials into digital servers, segmenting television shows, and running commercial breaks during live events.
- Direct live broadcasts, films and recordings, or non-broadcast programming for public entertainment or education.

### **Northern Lighthouse/Behavioral Health Professional**

**April 2011-April 2014**

- Encourage clients to express their feelings and discuss what is happening in their lives, helping them to develop insight into themselves or their relationships.
- Guide clients in the development of skills or strategies for dealing with their problems.

### **Visiting Nurses of Aroostook/Hospice Volunteer**

**October 2012-April 2013**

- Provide emotional support for Hospice patients by working with a team to provide the highest standard of care by always treating them with dignity, compassion, and respect.
- Maintain confidentiality of records relating to clients' treatment.

### **Lowes Home Improvement/Customer Service Associate**

**September 2006-December 2010**

- Confer with customers by telephone or in person to provide information about products or services, take or enter orders, or obtain details of complaints.
- Compute sales prices, total purchases, and receive and process cash or credit payment.

## **EDUCATION**

2005 High School Graduate Fort Fairfield Maine

Bachelor of Science in Recreation, University of Maine at Presque Isle 2009